

DRAFT—NOT FOR IMPLEMENTATION OR COMPLIANCE

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Personnel

★CIVIL ENGINEER AWARDS PROGRAM

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFD 36-28, *Awards and Decorations*. It establishes a program to award installations as well as Civil Engineer (CE) organizations, flights, teams, and individuals for outstanding achievement and contributions to the Air Force mission. It describes the criteria for each award, establishes eligibility, and explains nomination, selection, and presentation procedures.

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed. This revision changes the office symbol for the Air Force Civil Engineer from HQ USAF/CE to HQ USAF/ILE (throughout the instruction); establishes a colonel or civilian equivalent to chair each selection panel (paragraph 1.3.1); changes the level of announcement on winners from the Air Force Civil Engineer to the DCS/Installations and Logistics, HQ USAF/IL (paragraph 1.3.3); changes the nomination category “Quality Air Force Initiatives and Assessments” to “Operationalizing Quality” on the Outstanding Civil Engineer Unit Awards to better reflect the CSAF’s vision of quality and development of the Air Force Strategic Plan (paragraph 2.1.3.5); corrects the equations for Contract Award Average and Construction Time Growth Average (paragraphs 2.4.3.2 and 2.4.3.3); completely rewrites the Major General Clifton D. Wright award (paragraph 2.5); establishes the annual winner of the CMSgt Ralph E. Sanborn Award as the automatic Air Force nominee for DoD’s best fire department category under the DoD Fire and Emergency Services Award (paragraph 2.6); establishes the Major General Eugene A. Lupia Awards (replacing the former Outstanding Military Manager and Outstanding Military Technician of the Year awards (paragraph 3.2); modifies nomination submittal requirements for Air Force Civilian Project Manager of the Year Award (paragraph 4.3.3) and Air Force District or Division Agent of the Year Award (paragraph 4.4.3); changes the name of all the Air Force Environmental Awards to the General Thomas D. White Environmental Awards (throughout Chapter 5); advises on the format for nomination submission (paragraph 5.2.1); deletes the requirement for a master trophy of environmental winners to be permanently displayed at HQ USAF (paragraph 5.2.2); changes the General Thomas D. White Environmental Award (CONUS) to the General Thomas D. White Environmental Quality Award (Industrial, Non-Industrial) and changes submission period and dates (paragraph 5.4, table A2.1); adds the General Thomas D. White Environmental Quality Award (Reserve Component including the Air National Guard) (paragraph 5.4, table A2.1); changes submission period and dates on the General

DRAFT—NOT FOR IMPLEMENTATION OR COMPLIANCE

Thomas D. White Environmental Quality Award (Overseas) (paragraph 5.5, table A2.1); adds paragraph 5.5.4 advising the procedures for the winning nomination; deletes the Air Force Environmental Compliance Award (Chapter 5); changes submission period, dates, and nominations procedures on the General Thomas D. White Pollution Prevention Award (Industrial, Non-Industrial) (paragraph 5.7, table A2.1); deletes the General Thomas D. White Recycling Award (Industrial, Non-Industrial) (paragraph 5.8, table A2.1); deletes the Air Force Environmental Planning Award (Chapter 5); changes the General Thomas D. White Natural/Cultural Resources Management Award to the General Thomas D. White Natural Resources Conservation Award (Small Base, Large Base Categories), and changes submission period, dates and nomination criteria (paragraph 5.8, table A2.1); adds the General Thomas D. White Cultural Resources Management Award (paragraph 5.9, table A2.1); changes the General Thomas D. White Individual Awards for Environmental Quality, Restoration, and Recycling into individual/team awards and changes submission period and dates (paragraphs 5.10, 5.11, 5.14, and table A2.1); deletes the Air Force Environmental Compliance Award for Individual Excellence (Chapter 5); deletes the General Thomas D. White Environmental Planning Award for Individual Excellence (Chapter 5); changes submission period and dates on the General Thomas D. White Environmental Quality Award for Individual Excellence (paragraph 5.10, table A2.1); changes submission period and dates on the General Thomas D. White Restoration Award for Individual/Team Excellence (paragraph 5.11, table A2.1); changes the General Thomas D. White Pollution Prevention Acquisition Team Award to include individuals and contractors and submission periods and dates (paragraph 5.12, table A2.1); adds the General Thomas D. White Pollution Prevention Award for Individual Excellence (paragraph 5.13 and table A2.1); deletes the Air Force Recycling Award for Individual Excellence (paragraph 5.14, table A2.1); changes the Natural/Cultural Resources Management Award for Individual Excellence to the General Thomas D. White Natural Resources Conservation Award for Individual/Team Excellence and the General Thomas D. White Cultural Resources Management Award for Individual/Team Excellence, and changes submission period and dates (paragraphs 5.14, 5.15, and table A2.1); adds the General Thomas D. White National Environmental Policy Award for Team Excellence and changes submission period and dates (paragraph 5.16 and table A2.1); changes the categories on the Pollution Prevention Award, changes the Environmental Cleanup Award to the Environmental Restoration Award, changes the National Environmental Policy Act to the Environmental Excellence in Weapon System Acquisition, and deletes the Safety Award (paragraph 6.1 and table A2.1); adds the Department of Defense Fire and Emergency Services Awards (Chapter 7 and table A2.1); changes the nomination procedure for the Major General George E. Ellis Award (paragraph 8.2); deletes the Chief Master Sergeant William E. Morrison Prime Readiness in Base Services (RIBS) Award (Chapter 8); advises Reserve and Guard units to submit their nominee for the Society of American Military Engineers (SAME) Newman Medal to their respective headquarters (paragraph 9.1.2); deletes the requirement for a member to possess a specific AFSC to be eligible for the SAME Goddard Medal (paragraph 9.1.3); downgrades required signature on the General Edwin W. Rawlings Awards for Environmental Excellence nomination from MAJCOM/CC to MAJCOM/CE (paragraph 10.3.3.2); renames the Col Bernt Balchen Award to the Balchen/Post Award and streamlines the procedures and criteria to mirror those for other Air Force CE Awards (paragraph 10.4); deletes note 6d and adds notes 11 through 20 (attachment 2).

Chapter 1—Nomination and Selection Procedures

- 1.1 CE Awards
- 1.2 General Nominating Procedures
- 1.3 Selecting Award Winners.....
- 1.4 Presenting Awards.....

DRAFT—NOT FOR IMPLEMENTATION OR COMPLIANCE

1.5	Command Recognition.....
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Chapter 2—Outstanding Civil Engineer Unit and Flight Awards

2.1	The Air Force Outstanding Civil Engineer Unit Awards.....
2.2	The Brigadier General Michael A. McAuliffe Award
2.3	The Major General Robert C. Thompson Award.....
2.4	The Brigadier General Archie S. Mayes Award.....
2.5	The Major General Clifton D. Wright Award.....
2.6	The Chief Master Sergeant Ralph E. Sanborn Award.....
2.7	The Senior Master Sergeant Gerald J. Stryzak Award.....
2.8	The Colonel Frederick J. Riemer Award.....
2.9	The Air Force Outstanding Civil Engineer Environmental Flight Award

Chapter 3—Air Force Civil Engineer Outstanding Individual Awards

3.1	The Harry P. Rietman Award.....
3.2	The Major General Eugene A. Lupia Awards.....
3.3	The Outstanding Civil Engineer Manager of the Year Awards
3.4	The Major General Joseph A. Ahearn Enlisted Leadership Award
3.5	The Major General William D. Gilbert Awards.....

Chapter 4—Air Force Design and Construction Awards

4.1	The Air Force Design Excellence Award.....
4.2	The Air Force Design Awards.....
4.3	The Air Force Civilian Project Manager of the Year Awards.....
4.4	The Air Force District or Division Agent of the Year Awards

Chapter 5—Air Force Environmental Awards

5.1	Purpose and Description of Awards.....
5.2	General Nominating Procedures
5.3	Selection and Presentation
5.4	The General Thomas D. White Environmental Quality Award (Industrial, Non-Industrial, and Reserve Component including Air National Guard) .
5.5	The General Thomas D. White Environmental Quality Award (Overseas).....
5.6	The General Thomas D. White Restoration Award (All Installations).
5.7	The General Thomas D. White Pollution Prevention Award (Industrial, Non-Industrial Categories)
5.8	The General Thomas D. White Natural Resources Conservation Award (Small Base, Large Base Categories)

DRAFT—NOT FOR IMPLEMENTATION OR COMPLIANCE

- 5.9 The General Thomas D. White Cultural Resources Management Award
(All Installations).....
- 5.10 The General Thomas D. White Environmental Quality Award
for Individual/Team Excellence
- 5.11 The General Thomas D. White Restoration Award for Individual/Team Excellence .
- 5.12 The General Thomas D. White Pollution Prevention Acquisition Individual/Team Award
- 5.13 The General Thomas D. White Pollution Prevention Award
for Individual/Team Excellence
- 5.14 The General Thomas D. White Natural Resources Conservation Award
for Individual/Team Excellence
- 5.15 The General Thomas D. White Cultural Resources Management Award
for Individual/Team Excellence
- 5.16 The General Thomas D. White National Environmental Policy Act (NEPA) Award
for Team Excellence.....

Chapter 6—The Secretary of Defense Environmental Security Awards

- 6.1. Purpose and Description of Awards
- 6.2. Eligibility and Criteria for Awards
- 6.3. Nomination Procedures
- 6.4. Selection and Presentation.....

Chapter 7—Department of Defense Fire and Emergency Services Awards

- 7.1. The DoD Best Fire Department Award.....
- 7.2. The Military Firefighter of the Year Award.....
- 7.3. The Civilian Firefighter of the Year Award.....
- 7.4. The DoD Firefighter of the Year for Heroism Award.....

Chapter 8—Readiness Challenge Awards

- 8.1. The Brigadier General William T. Meredith Award.....
- 8.2. The Major General George E. Ellis Awards
- 8.3. The Chief Master Sergeant Arthur J. Hanrahan Prime Base Engineer Emergency
Force (BEEF) Award.....
- 8.4. The Major General James E. McCarthy Readiness Award.....

Chapter 9—The Society of American Military Engineers (SAME) Awards

- 9.1 Description of Awards.....
- 9.2 Nomination Procedures and Criteria
- 9.3 Selection and Presentation.....

DRAFT—NOT FOR IMPLEMENTATION OR COMPLIANCE

Chapter 10—Outside Agency Awards

- 10.1 The National Society of Professional Engineers (NSPE) Federal Engineer of the Year Awards.....
- 10.2 The Federal Environmental Engineer of the Year Award.....
- 10.3 The General Edwin W. Rawlings Awards for Environmental Excellence
- 10.4 The Balchen/Post Award.....

Attachment 1—REFERENCES AND SUPPORTING INFORMATION

Attachment 2—CIVIL ENGINEER AWARDS SUMMARY

Chapter 1

NOMINATION AND SELECTION PROCEDURES

1.1. CE Awards. The Civil Engineer annually recognizes CE organizations and personnel for outstanding achievement and urges major commands (MAJCOM), field operating agencies (FOA), and direct reporting units (DRU) to nominate units and people for the awards described in this instruction.

1.2. General Nominating Procedures:

1.2.1. Organizations that have installations, units, flights, teams or individuals eligible for awards may submit one nomination for each award category.

1.2.2. Limit the justification for award nominations to **one page** on the current version of AF Form 1206, **Nomination for Award** (see AFI 36-2805, *Special Trophies and Awards*). Nominations exceeding the one page limit will not be considered in the award competition. Use bullet statements to show what the nominee accomplished, including specific results. Place these statements under appropriate headings and in the same sequence as described under the criteria requirements for each of the awards. Be sure that the bullet items address the criteria requirements. Do not include additional criteria unless specifically requested to do so.

1.2.3. Attach a signed transmittal letter specifying the award and identifying the organization or the individual nominee by military or civilian grade and name (when applicable), organization, and MAJCOM.

1.2.4. A minimum level of The Deputy Civil Engineer, MAJCOM/CE, FOA Commander, or DRU Commander signs the transmittal letter for each respective nomination package. Send the original letter to The Civil Engineer (HQ USAF/ILE) and a copy along with the nomination packages to the addressee identified in attachment 2. Air Staff, MAJCOMs, FOAs, or DRUs may submit multiple nominations under one letter when sending them to the same address.

1.3. Selecting Award Winners:

1.3.1. The appropriate FOA commander (convening authority) appoints a panel of at least four members to evaluate the nominations received for each award. A colonel or civilian equivalent will chair each selection board.

DRAFT—NOT FOR IMPLEMENTATION OR COMPLIANCE

1.3.2. The panels select the top three nominations from which a winner and, when applicable, a runner-up will be selected. These are submitted to the convening authority that sends them to The Civil Engineer (chairperson) for final selection and approval.

1.3.3. The DCS/Installations and Logistics, HQ USAF/IL, announces the winners to all MAJCOMs, FOAs, and DRUs.

1.4. Presenting Awards:

1.4.1. The Civil Engineer establishes an appropriate process to present the awards in a proper forum (e.g., National Engineers Week or Earth Week).

1.4.2. To update individual records, the appropriate board convening authority will send letters to the personnel records custodian authorizing selected individual winners to wear the Air Force Recognition ribbon or lapel pin.

1.5. Command Recognition. The Civil Engineer encourages MAJCOMs and FOAs to give command recognition to the units, flights, and individuals they nominate.

Chapter 2

OUTSTANDING CIVIL ENGINEER UNIT AND FLIGHT AWARDS

2.1. The Air Force Outstanding Civil Engineer Unit Awards:

2.1.1. Purpose and Description of Awards. These annual awards recognize the most outstanding Air Force civil engineer unit (winner and runner-up) in large and small categories.

2.1.2. Eligibility for Awards. All Air Force civil engineer units, regardless of location or size, are eligible and encouraged to compete. **NOTE:** A large civil engineer unit is one with 400 or more military and civilian authorizations. A small unit is one with fewer than 400 military and civilian authorizations.

2.1.3. Nomination Procedures and Criteria. Submit nominations according to attachment 2. Nominate units for achievements and exemplary performance in these areas:

2.1.3.1. Readiness. Describe the unit's innovations and accomplishments in readiness activities, including Operational Readiness Inspection, Combat Support Operational Readiness Inspection, or Unit Compliance Inspection results; deployments or deployment planning; training initiatives (locally developed or otherwise); performance at Readiness Challenge or other competitions; and responses to actual contingencies or disasters. Also describe any lateral support the unit gave to other functional areas, such as assisting in Medical RED FLAG exercises and Airlift Rodeos.

2.1.3.2. Resources Management. Describe the unit's initiatives to gain the most efficiency from its available resources (people, equipment, facilities, and materials). Consider the unit's use of contracts, interservice cooperation, reserve forces, cost-sharing, and privatization in managing its resources. Explain the unit's organizational efficiency measures, self-help efforts, and training programs, and describe the condition of its vehicles, equipment, and facilities.

2.1.3.3. Environmental and Resource Conservation. Describe the unit's efforts to protect the environment and to conserve natural and cultural resources. Consider the unit's utility operations, recycling programs, compliance with environmental laws, pollution prevention, cleanup activities,

DRAFT—NOT FOR IMPLEMENTATION OR COMPLIANCE

natural resource management, protection of archeological sites and historical buildings, and land use. Indicate the evaluations conducted and any awards it received for its efforts in this area. Give examples of how the unit gets high output for the money it spends.

2.1.3.4. Community Relations. Elaborate on the unit's initiatives to secure goodwill with its surrounding community. Examples include working with the local community to implement the base Air Installation Compatible Use Zone (AICUZ) plan, establishing hazardous material response agreements, conducting explosive ordnance disposal response activities, and responding to natural disasters.

2.1.3.5. Operationalizing Quality. Describe the selection of the unit's mission essential tasks (METs) and their linkage to the Wing's METs. Show comparisons and improvements in performance of METs and how results were achieved. Describe the units' planned and implemented performance improvement initiatives, use of lessons learned or use of best practices by the Air Force and industry.

2.1.4. Award Selection. The award selection panels will select winners according to paragraph 1.3. Panel members also make an on-site visit to each of the top three contenders in each category before recommending the winners and runners-up to The Civil Engineer. The Civil Engineer selects the winners based on the panel's recommendations.

2.2. The Brigadier General Michael A. McAuliffe Award:

2.2.1. Purpose and Description of Award. This annual award honors Brigadier General Michael A. McAuliffe, former Tactical Air Command and Air Combat Command Civil Engineer from 1990 to 1994, and recognizes the Housing Flight (winner and runner-up) that achieved the highest degree of excellence in customer service and housing management during the previous fiscal year.

2.2.2. Eligibility for Awards. All Air Force Civil Engineer Housing Flights, regardless of location or size, are eligible and encouraged to compete.

2.2.3. Nomination Procedures and Criteria. Prepare and submit nominations according to attachment 2. Nominate flights for their achievements in implementing the overall housing program and meeting Air Force goals, emphasizing the flight's high-quality customer services in these areas:

2.2.3.1. Management. Describe:

2.2.3.1.1. The effectiveness of the manager's leadership in Family Housing (FH), Unaccompanied Housing (UH), and Furnishings Management Office (FMO) programs.

2.2.3.1.2. The quality of the flight's customer services.

2.2.3.1.3. The flight's innovations.

2.2.3.1.4. The flight's personnel professionalism, development, training, and recognition.

2.2.3.1.5. The quality and appearance of the housing management office, FH and UH units, communities, housing support facilities, including FMO, FH maintenance, and self-help store.

2.2.3.1.6. The effectiveness of the flight's budget process and upgrade programs.

2.2.3.2. Assistance Section. Describe:

2.2.3.2.1. The flight's management of FH and unaccompanied personnel Basic Allowance for Quarters (BAQ) waiting lists and meeting utilization goals.

2.2.3.2.2. The flight's involvement with off-base agencies.

2.2.3.3. Facilities Section. Describe:

DRAFT—NOT FOR IMPLEMENTATION OR COMPLIANCE

2.2.3.3.1. The flight's effectiveness in managing Change of Occupancy Maintenance (COM) requirements and schedules, projected move-in dates, and attaining utilization goals.

2.2.3.3.2. The flight's coordination with maintenance contractors.

2.2.3.3.3. The flight's material control, appliance management, budgeting, and self-help.

2.2.3.3.4. The flight's effectiveness in identification of projects and involvement in upgrade programs, programming, design, construction, and pre-construction activities.

2.2.3.4. Furnishings. Describe:

2.2.3.4.1. The quality of furnishings in dorms and seven-year comprehensive furnishings plan.

2.2.3.4.2. The quality and timeliness of the Quarters Improvement Plan development and Quarters Improvement Committee input.

2.2.3.4.3. The adequacies and effectiveness of backup stock quantities, inventory controls, warehouse practices, repair activities, warranty program, and unique overseas requirements.

2.3. The Major General Robert C. Thompson Award:

2.3.1. Purpose and Description of Award. This annual award honors Major General Robert C. Thompson, who served as the Air Force Director of Engineering and Services from 1975 to 1978, and was instrumental in improving the quality of life for Air Force personnel. It recognizes the Resources Flight (winner and runner-up) that offers the most outstanding products and services to its customers. Its purpose is to encourage customer support and satisfaction, high quality standards, and achievement throughout the flight.

2.3.2. Eligibility for Award. All Air Force Civil Engineer Resources Flights, regardless of location or size, are eligible and encouraged to compete.

2.3.3. Nomination Procedures and Criteria. Submit nominations according to attachment 2. Nominate flights for their accomplishments in the four major functions — Finances, Real Estate, Information Systems, and Quality Air Force Program. Stress the flight's service to its customers (internal and external), effectiveness of its measurable products, quality of its functions, and its efforts to strive for continuous improvement. Describe the flight's achievements in at least nine of these areas:

2.3.3.1. Finances:

2.3.3.1.1. Completeness and timeliness of financial plan.

2.3.3.1.2. Successful defense of financial plan.

2.3.3.1.3. Successful defense of unfunded requirements.

2.3.3.1.4. Certification of fund availability.

2.3.3.1.5. Compliance with close-out procedure milestones.

2.3.3.1.6. Timeliness of cost reports.

2.3.3.1.7. Management of the reimbursement program.

2.3.3.1.8. Accuracy of cost reports.

2.3.3.2. Real Estate:

2.3.3.2.1. Accuracy of reports.

2.3.3.2.2. Timely conduct of surveys.

DRAFT—NOT FOR IMPLEMENTATION OR COMPLIANCE

2.3.3.2.3. Timely development of new facility records.

2.3.3.2.4. Turn-around time on acquisition and leasing.

2.3.3.2.5. Volume of support agreements.

2.3.3.2.6. Accuracy of inventory.

2.3.3.3. Information Systems:

2.3.3.3.1. Downtime.

2.3.3.3.2. Hardware and software upgrades.

2.3.3.3.3. Contingency plans.

2.3.3.3.4. System integrity.

2.3.3.3.5. Data base accuracy.

2.3.3.3.6. Connectivity.

2.3.3.3.7. System inventories.

2.3.3.3.8. User group.

2.3.3.3.9. New reports, programs, and procedures.

2.3.3.4. Quality Air Force Program:

2.3.3.4.1. Quality Air Force initiatives.

2.3.3.4.2. Manpower program management.

2.3.3.4.3. Quality assurance.

2.3.3.4.4. Results of external inspections.

2.3.3.4.5. Customer satisfaction survey results.

2.4. The Brigadier General Archie S. Mayes Award:

2.4.1. This annual award honors Brigadier General Archie S. Mayes, former DCS for Civil Engineering at HQ Tactical Air Command, HQ Pacific Air Forces, and HQ Strategic Air Command, and recognizes the Engineering Flight (winner and runner-up) that most excelled in providing facility products and services of exceptional quality to base customers.

2.4.2. Eligibility for Award. All Air Force Civil Engineer Engineering Flights, regardless of location or size, are eligible and encouraged to compete.

2.4.3. Nomination Procedures and Criteria. Submit nominations according to attachment 2. Nominate flights for their significant achievements or contributions in these metrics:

2.4.3.1. Design:

$$\text{Design Effort Percentage} = \frac{\text{Number of projects designed}}{\text{Total number of approved projects}^*} \times 100$$

***NOTE:** Include projects approved by Facilities Board and the Environmental Protection Committee, projects directed or funded by higher headquarters, North Atlantic Treaty Organization (NATO) infrastructure projects, and other special funding programs. Projects designed include those

DRAFT—NOT FOR IMPLEMENTATION OR COMPLIANCE

accomplished by the flight's personnel and those accomplished by Architect-Engineer firms that were initiated and managed by the flight's personnel.

$$\text{Design Complete Percentage} = \frac{\text{Dollar amount of projects completed by originally scheduled date}}{\text{Total dollar amount of projects completed in fiscal year}} \times 100$$

NOTE: Provide bullets to further clarify significant information pertinent to the design efforts. Do not include projects accomplished by Simplified Acquisition of Base Engineering Resources (SABER) and Indefinite Quantity contracts in the above two calculations — Design Effort and Design Complete Percentages. Provide this information as bullet statements, as applicable.

2.4.3.2. Contract Award:

$$\text{Contract Award Percentage} = \frac{\text{Number of projects awarded within the fiscal year}}{\text{Number of projects funded within the fiscal year}} \times 100$$

$$\text{Contract Award Average} = \frac{\text{Dollar amount of projects awarded within the fiscal year}}{\text{Number of design personnel (engineers, architects, and technicians) in flight}}$$

NOTE: The contract award average should be greater than \$600K for consideration. Provide bullets to further clarify significant information pertinent to the flight's contract award efforts. Include fiscal year-end funded projects in the above two calculations and assume they have been awarded. Include Congressionally inserted projects that were not part of the original President's Budget, and do not include NAF projects in the Contract Percentage calculation.

2.4.3.3. Construction Time Growth:

$$\text{Construction Time Growth Average} = \frac{\text{Summation of contract completion date at award minus actual completion date for each contract (difference expressed in days)}}{\text{Total number of projects completed in fiscal year}}$$

NOTE: Provide bullets to explain unusual problems causing construction time growth and actions taken to accelerate project completion. An early completion date results in a positive input and a late completion date beyond the original contract results in a negative input for that contract in the equation summation.

2.4.3.4. Contract Cost Growth:

$$\text{Contract Cost Growth Percentage} = \frac{\text{Final contract cost for all completed projects in fiscal year}}{\text{Contract award amounts for the same projects}} \times 100$$

NOTE: Count only design deficiencies (errors and omissions) and differing site conditions resulting in change orders. Do not include user-requested changes that fall outside these categories. Provide bullets to further clarify significant information pertinent to construction cost growth.

2.4.3.5. Planning and Programming. Provide information on working base community and comprehensive planning and programming.

DRAFT—NOT FOR IMPLEMENTATION OR COMPLIANCE

2.4.3.6. Additional Information. Provide information that affects all the metrics listed above so that it need not be repeated for each one. Describe any innovative procedures the flight implemented that saved significant costs, funding obtained other than Real Property Maintenance Activity (RPMA), and the flight's inspection results during the fiscal year.

2.4.3.7. MAJCOMs verify all metrics' information using PCM (Project Contract Management) and PDC (Programming, Design, and Construction) systems.

2.5. The Major General Clifton D. Wright Award:

2.5.1. Purpose and Description of Award. This annual award honors Major General Clifton D. Wright, former Director of Engineering and Services, HQ USAF, from 1982 to 1986, and recognizes the most outstanding Operations Flight (winner and runner-up) that assured quality construction, maintenance, repair, and demolition of Air Force base facilities and infrastructure.

2.5.2. Eligibility for Award. All Air Force Civil Engineer Operations Flights regardless of location or size are eligible and encouraged to compete.

2.5.3. Nomination Procedures and Criteria. Submit nominations according to attachment 2. Nominate flights for their demonstrated performance on a day-to-day basis to ensure mission accomplishment in the most timely and economical manner. Describe the base mission and provide the following demographics:

2.5.3.1. Base Authorizations/Population: Mil____ Civ____ Total____

2.5.3.2. Operations Flight Authorization/Population: Mil____ Civ____ Total____

2.5.3.3. Total square footage of floor space: ____

2.5.3.4. Number of facilities: ____

2.5.3.5. Base acreage: ____

2.5.3.5. Annual Base O&M Budget: ____

2.5.4. Facility Maintenance (30%). Describe the flight's initiatives to improve the operability, reliability, and efficiency of base facility maintenance. Describe the flight's initiatives to respond to customers by making unscheduled repairs on their facilities and base infrastructure more quickly. Include the following metrics:

$$\text{Unscheduled Maintenance and Repair Percentage} = \frac{\text{Emergency} + \text{urgent man-hours}}{\text{Total direct man-hours}}$$

$$\text{Timeliness} = \frac{\text{Number of emergency and urgent work orders completed in 2 days or less}}{\text{Total number of emergency and urgent work orders}}$$

$$\text{Maintenance rate} = \frac{\text{Total labor \$} + \text{total material \$}}{\text{Total square feet}}$$

2.5.5. Infrastructure Maintenance (25%). Describe the flight's ability to provide reliable, cost-effective utilities to meet readiness requirements, satisfy installation needs, and maintain quality of life, to include aircraft arresting systems, generator alarms, electrical systems (distribution, airfield lighting, grounding, and cathodic protection), and utility systems (sewage collection, water distribution, natural gas distribution, and liquid fuels). Include the following metric:

DRAFT—NOT FOR IMPLEMENTATION OR COMPLIANCE

$$\text{Energy Reduction Saving Percentage} = \frac{\text{Energy saving (British thermal units)}}{\text{Air Force Goal}}$$

2.5.6. Maintenance Engineering (20%). Describe the flight's innovative initiatives and how well they worked in providing engineering expertise for the flight, to include project review to ensure maintainability and reliability; infrastructure program management; non-design drafting; service maintenance, utility contract management, recurring work program review, and work analysis and method improvement. Apply the following metrics:

$$\text{RWP program rate} = \frac{\text{Actual man-hours expended for RWP}}{\text{Total direct man-hours}}$$

$$\text{RWP success rate} = \frac{\text{Actual man-hours expended for RWP}}{\text{Total man-hours scheduled for RWP}}$$

2.5.7. Customer Service/Quality Improvement (15%). Describe the flight's innovative initiatives and how well they worked in establishing quality standards and feedback mechanisms to assess performance in meeting mission requirements and customers' needs. Describe your approach to providing customers the capability to accomplish work requirements using their own resources. Apply the following metric:

$$\text{Customer satisfaction} = \frac{\text{Total number of commitments completed on time}}{\text{Total number of commitments made}}$$

2.5.8. Training/ Environment and Safety/ Inspections and Awards (10%).

2.5.8.1. Describe the training, education, and career development programs the flight initiated to improve the development of all operations personnel, using the following metric:

$$\text{Training Program \%} = \frac{\text{Formal training hours (LUCs 20 \& 32)}}{\text{Total direct hours}}$$

2.5.8.2. Describe the flight's initiatives to improve the environment and increase the safety of workers. Include the results of Environmental Protection Agency (EPA) and Occupational Safety and Health Agency (OSHA) inspections conducted within the past 12 months. Discuss Environmental Compliance Assessment and Management Program (ECAMP) results and the status of open items (if any) chargeable to the flight.

2.5.8.3. Discuss the results of Inspector General inspections, audits, and MAJCOM staff visits during the 12-month reporting period. Cite any awards the flight received over the same time period.

2.6. The Chief Master Sergeant Ralph E. Sanborn Award:

2.6.1. Purpose and Description of Award. This annual award honors Chief Master Sergeant Ralph E. Sanborn, who dedicated his 44-year career from 1943 to 1987 to improving Air Force fire protection capabilities. It recognizes the Fire Protection Flight (winner and runner-up) that achieves the highest degree of excellence in base mission support and fire protection management. The winner of this award will be the Air Force nominee for the Department of Defense (DoD) best Fire Department of the Year award.

DRAFT—NOT FOR IMPLEMENTATION OR COMPLIANCE

2.6.2. Eligibility for Award. All Air Force Civil Engineer Fire Protection Flights, regardless of location or size, are eligible and encouraged to compete.

2.6.3. Nomination Procedures and Criteria. Submit nominations according to attachment 2. Nominate flights for outstanding achievements or accomplishments in mission support. Examples include:

2.6.3.1. Saving property or preventing injuries or deaths by responding to hazardous incidents.

2.6.3.2. Implementing cost-effective measures to support the mission. (Describe cost-effective measures implemented to improve support of hazardous aircraft operations.)

2.6.3.3. Achieving a high resource-taxing mission.

2.6.3.4. Implementing quality management and initiatives.

2.6.3.5. Making internal quality-of-life improvements in areas such as base and civilian community relations; operational activities; and training and education enhancements.

2.7. The Senior Master Sergeant Gerald J. Stryzak Award:

2.7.1. Purpose and Description of Award. This annual award honors Senior Master Sergeant Gerald J. Stryzak, an Explosive Ordnance Disposal (EOD) technician who died in an aircraft crash in Egypt in 1980 while participating in a tactical rapid response exercise. The award recognizes the EOD Flight (winner and runner-up) that distinguished itself as the year's top performer through sustained superior mission support and outstanding achievement.

2.7.2. Eligibility for Award. All Air Force Civil Engineer EOD Flights, regardless of location or size, are eligible and encouraged to compete.

2.7.3. Nomination Procedures and Criteria. Submit nominations according to attachment 2. Nominate flights for their demonstrated achievements in these areas:

2.7.3.1. Significant EOD Program Contributions. Report the flight's significant accomplishments in support of wing missions or higher headquarters' taskings, as documented by AF Form 3579, **Explosive Ordnance Disposal Incident Reports**, and trip reports. Include improvements and contributions adopted by MAJCOM or Air Force EOD programs including: significant AFTO Form 22, **Technical Order Publication Improvement Report and Replies**; IDEA submissions and their impact; Equipment and Supply Listings suggestions; Unit Type Code development and modifications; and other adopted improvements and ideas.

2.7.3.2. Inspection Results. Report only those inspections conducted during the period of eligibility. Name the specific inspection, the overall evaluation results, and cite commendable findings and individual recognitions published in the final inspection report.

2.7.3.3. Flight Awards. Include the name of award, the level, and a brief description.

2.7.3.4. Quality-of-Life Improvements. List improvements made to enhance the EOD Flight's quality of life. Provide specific comments and indicate how the improvements were accomplished (self-help, contract, or in-house).

2.7.3.5. Community Relations. Describe the flight's involvement with the surrounding community, including its support of scout troops, orphanages, community programs, and base open-house activities. These should be events in which the entire flight participated. Provide the name of the organization, activity, or community function that the flight supported; the number of EOD personnel who participated; the number of events; and the number of man-hours.

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2.8. The Colonel Frederick J. Riemer Award:

2.8.1. Purpose and Description of Award. This annual award honors the lifetime accomplishments of retired Air Force Colonel Frederick J. Riemer and recognizes the Readiness Flight (winner and runner-up) that best demonstrates exemplary performance in support of the engineer readiness mission.

2.8.2. Eligibility for Award. All bases with Air Force Civil Engineer Readiness Flights are eligible and encouraged to compete.

2.8.3. Nomination Procedures and Criteria. Submit nominations according to attachment 2. Nominate flights for their significant achievements or contributions in these areas:

2.8.3.1. Unit Mission. Provide general information, such as the installation size, base population, location, Prime BEEF teams postured, numbers and missions of geographically separated units and major tenant units supported.

2.8.3.2. Training. Describe the status of the flight's Disaster Preparedness (DP), Air Base Operability (ABO), and CE readiness training program. Comment on the flight's special training and field training.

2.8.3.3. Inspections. Summarize inspection results from higher headquarters and the flight's corrective actions.

2.8.3.4. Self-Improvement. Describe the flight's self-help projects, locally developed training aids, and training projects.

2.8.3.5. Contingency Response. Describe the flight's response to and participation in major accidents, natural disasters, and deployments.

2.8.3.6. Exercises. Summarize the flight's participation in local, host nation, Joint Chiefs of Staff (JCS), and other exercises.

2.8.3.7. Other. Add any significant information, the flight's individual or unit awards, involvement with local emergency management agencies, and participation in base and civic activities.

2.9. The Air Force Outstanding Civil Engineer Environmental Flight Award:

2.9.1. Purpose and Description of Award. This annual award recognizes the Civil Engineer Environmental Flight (winner and runner-up) that best demonstrates outstanding performance in:

2.9.1.1. Assisting the installation commander in complying with existing environmental laws and regulations and Air Force environmental policy objectives.

2.9.1.2. Accomplishing a balanced program complying with all environmental law areas (compliance, pollution prevention, installation restoration, environmental planning, natural resources, and cultural resources management).

2.9.1.3. Improving the Air Force's capability to carry out its environmental mission through superior innovation and implementation.

2.9.2. Eligibility for Award. All Air Force Civil Engineer Environmental Units and Flights at the wing and squadron levels are eligible with these restrictions:

2.9.2.1. The flight must have completed an internal ECAMP review within 12 months following its most recent external ECAMP. (An external or internal ECAMP must have been conducted during the 12-month period the award covers.)

2.9.2.2. The flight must not have a validated recurrence of a previous finding under ECAMP (within the last 3 years) and must have aggressively corrected all past findings.

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2.9.3. Nomination Procedures and Criteria. Submit nominations according to attachment 2. Nominate flights for their demonstrated performance and accomplishments in these areas:

2.9.3.1. Supporting the Installation Commander. Describe how effectively and extensively the flight helped in achieving:

- A balanced program addressing all applicable environmental laws
- Air Force environmental policy objectives
- Innovation for environmental excellence

2.9.3.2. Supporting the Mission. Describe how effectively the flight supported the basic mission of the installation.

2.9.3.3. Improving ECAMP Findings. Provide the percentage of ECAMP findings closed (closed-out rate) when comparing the last two ECAMPs at the installation.

Chapter 3

AIR FORCE CIVIL ENGINEER OUTSTANDING INDIVIDUAL AWARDS

3.1. The Harry P. Rietman Award:

3.1.1. Purpose and Description of Award. This annual award (winner and runner-up) honors Mr. Harry P. Rietman, who served as the Associate Director of Engineering and Services from 1972 to 1985, and is known as the father of the Civil Engineering Civilian Career Program, and recognizes the superior job performance of Air Force civilian CE personnel.

3.1.2. Eligibility for Award. All Air Force civilian members, General Schedule (GS) 11 and above or Wage Supervisor (WS) 13 and above, who performed duty in a Civil Engineer organization during the award period are eligible. *(Includes other pay series grades commensurate with the level of responsibility of this award.)*

3.1.3. Nomination Procedures and Criteria. Submit nominations according to attachment 2. Nominate personnel for significant achievements or contributions during the previous fiscal year in these areas:

- Job performance
- Management ability
- Technical competence
- Initiative
- Resourcefulness

3.2. The Major General Eugene A. Lupia Awards:

3.2.1. Purpose and Description of Awards. These annual awards (winner and runner-up given in each category) honor Major General Eugene A. Lupia, formerly The Civil Engineer, USAF, from 1995 to 1999, and recognizes the superior job performance of the Military Manager (Second Lieutenant through Captain) and the Military Technician (Airman Basic through Technical Sergeant).

3.2.2. Eligibility for Awards. All Air Force military in the respective grades who performed duty in a Civil Engineer organization during the award period are eligible.

3.2.3. Nomination Procedures and Criteria. Submit nominations according to attachment 2. Nominate personnel for significant achievements or contributions during the previous fiscal year in these areas:

- Job performance
- Management ability

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Technical competence
Initiative
Resourcefulness

3.3. The Outstanding Civil Engineer Manager of the Year Awards:

3.3.1. Purpose and Description of Awards. These annual awards (winner and runner-up given in each of nine categories) recognize the superior job performance of Air Force civilian, military and Individual Mobilization Augmentee (IMA) CE personnel.

3.3.2. Eligibility for Awards. All Air Force military, civilian, and IMA members who performed duty in a Civil Engineer organization during the award period are eligible.

3.3.3. Nomination Procedures and Criteria. Submit nominations according to attachment 2. Nominate personnel for significant achievements or contributions during the previous fiscal year in these areas:

Job performance
Management ability
Technical competence
Initiative
Resourcefulness

3.3.3.1. These are the nominating categories:

<i>Award Category</i>	<i>Eligible Grades</i>
Civilian Manager	GS-8 through GS-10 or WS-9 through WS-12
Civilian Supervisor	GS-6 through GS-7 or WS-8 and below
Civilian Technician	GS-5 and below or Wage Grade (WG) 11 and below
Senior Military Manager	Major through Colonel
Military Superintendent	Master Sergeant or Senior Master Sergeant
IMA - Officer Manager	IMA Second Lieutenant through Colonel
IMA - Enlisted Manager	IMA up to Chief Master Sergeant

(Civilian awards include other pay series grades commensurate with the level of responsibility of a particular award.)

3.4. The Major General Joseph A. Ahearn Enlisted Leadership Award:

3.4.1. Purpose and Description of Award. This annual award honors Major General Joseph A. Ahearn, formerly The Civil Engineer, USAF, from 1989 to 1992, and recognizes the Chief Master Sergeant who displays the most exemplary leadership qualities in civil engineering (winner and runner-up).

3.4.2. Eligibility for Award. Any Chief Master Sergeant or Chief Master Sergeant-select who performed duty in a Civil Engineer organization during the award period is eligible.

3.4.3. Nomination Procedures and Criteria. Submit nominations according to attachment 2. Nominate Chief Master Sergeants for the outstanding qualities they demonstrated in support of civil engineering. Emphasis for the award is on leadership and overall contributions to the enhancement of the enlisted force.

3.5. The Major General William D. Gilbert Awards:

3.5.1. Purpose and Description of Awards. These annual awards honor Major General William D. Gilbert, who served as Director of Engineering and Services from 1978 to 1982, and recognizes outstanding performance and exemplary service by engineering military and civilian staff action officers. A winner and runner-up will be selected in each of three categories: officer, civilian, and enlisted.

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3.5.2. Eligibility for Awards. All Air Staff, MAJCOM, FOA, and DRU action officers, civilians, and enlisted members are eligible for this award.

3.5.3. Nomination Procedures and Criteria:

3.5.3.1. The Civil Engineer, MAJCOM/CEs, FOA/CCs, and DRU/CCs may each submit one nominee in each category.

3.5.3.2. Submit nominations according to attachment 2. Nominate individuals for outstanding achievements in these areas:

- Significant accomplishments or projects

- Impact on mission

- Resourcefulness

- Initiative

- Teamwork

- Quality of staff work

Chapter 4

AIR FORCE DESIGN AND CONSTRUCTION AWARDS

4.1. The Air Force Design Excellence Award:

4.1.1. Purpose and Description of Award. This annual award recognizes one Air Force military and one civilian member who have demonstrated (for at least five years) an exemplary commitment to the achievement of excellence in Air Force facilities design.

4.1.2. Eligibility for Award. Any Air Force member (active duty, US Air Force Reserves [USAFR], or Air National Guard [ANG]) or civilian employee involved in or influencing the design of Air Force facilities over a period of at least five years is eligible.

4.1.3. Nomination Procedures and Criteria. The annual call letter from HQ AFCEE/CC contains submittal requirements. Each MAJCOM, FOA, and DRU may submit one nomination in each category. Submit nominations according to attachment 2.

4.1.4. Selection and Presentation:

4.1.4.1. A five-person panel appointed by The Civil Engineer recommends the award recipients. Four panel members must be outstanding registered professionals in the fields of architecture, engineering, community planning, or interior design. The fifth member must be an individual without direct involvement in facility design or construction.

4.1.4.2. The panel evaluates candidates on sustained performance over a minimum period of five years. If the panel agrees that none of the nominees has demonstrated an adequate level of commitment, the award will not be given for that year.

4.1.4.3. The Civil Engineer selects the winners based on the panel's recommendation.

4.1.4.4. The Civil Engineer presents the awards at an appropriate forum.

4.2. The Air Force Design Awards:

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4.2.1. Purpose and Description of Awards. The design awards program recognizes and encourages design excellence in Air Force planning, landscape architecture, architecture, engineering, interior design, and military family housing design.

4.2.2. Eligibility for Awards. Eligibility for awards is specified in the annual submittal guide.

4.2.3. Nomination Procedures and Criteria:

4.2.3.1. The annual call letter from HQ AFCEE/CC contains specific submission requirements.

4.2.3.2. Submittals may be developed by any organization that was involved with the design or construction of the Air Force project. However, all entries must be submitted through the responsible MAJCOM, FOA, or DRU.

4.2.3.3. Submit nominations according to attachment 2.

4.2.4. Selection and Presentation. A panel will consider all entries according to the criteria published with the annual call letter. The panel determines how many awards are presented each year. The Civil Engineer makes final selections based on the panel's recommendations. Each organization identified on the credits form of winning entries will receive a USAF Design Awards Certificate. The Civil Engineer presents the certificates at an appropriate forum.

4.3. The Air Force Civilian Project Manager of the Year Awards:

4.3.1. Purpose and Description of Awards. These annual awards recognize Army or Navy Civilian Project Managers for exemplary professional management of design or construction of Air Force Military Construction Program (MCP) projects. These annual awards recognize winners in two categories: Design Agent and Construction Agent.

4.3.2. Eligibility for Awards. Any Army or Navy civilian, GS-13 or below, who performed duties as a project manager for the design or construction of Air Force MCP projects for the preceding fiscal year is eligible.

4.3.3. Nomination Procedures and Criteria. Submit nominations according to attachment 2 and the annual call letter from HQ AFCEE/CC which contains additional submittal requirements. Nominate project managers for their success in executing outstanding design or construction projects for the Air Force MCP and include specific examples of their achievements in these areas:

- Leadership ability
- Innovative techniques
- Fiscal resourcefulness
- Technical ability
- Management ability

4.4. The Air Force District or Division Agent of the Year Awards:

4.4.1. Purpose and Description of Awards. These annual awards recognize the Army or Navy District or Division offices that provide the most professional management of the design or construction of Air Force MCP projects. These awards recognize a winner in two categories: District or Division Design Agent, and District or Division Construction Agent.

4.4.2. Eligibility for Awards. Any Army or Navy district or division that managed the design or construction of Air Force MCP projects for the preceding fiscal year is eligible.

4.4.3. Nomination Procedures and Criteria. Submit nominations according to attachment 2 and the annual call letter from HQ AFCEE/CC which contains additional submittal requirements. Nominate

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agents for their success in executing outstanding Air Force MCP projects. Include specific examples of their achievements in these areas:

- Meeting design and construction milestones
- Completing design and construction below cost and on or ahead of schedule
- Minimizing lost design effort or construction cost increases
- Innovative design and construction techniques
- Unique managerial ability

Chapter 5

AIR FORCE ENVIRONMENTAL AWARDS

5.1. Purpose and Description of Awards:

5.1.1. These awards honor General Thomas D. White, US Air Force Chief of Staff from 1957 to 1961, who charted the course for Air Force environmental programs. The purpose is to promote excellence in every aspect of Air Force environmental programs.

5.2. General Nominating Procedures:

5.2.1. Nominations for all awards in this chapter will **not exceed one page** on the current version of AF Form 1206, **Nomination for Award** (see paragraph 1.2). Submit nominations in FormFlow package format (.fpk) via electronic mail or floppy diskette as well as hard copy. See attachment 2 for specific details on dates and addresses for submitting the nominations.

5.2.2. Each installation must send a separate nomination to the MAJCOM for each award.

5.2.2.1. Each MAJCOM may nominate **only** one installation for each installation award.

5.2.2.2. AF/ILE, each MAJCOM, and FOA may nominate **only** one person **or** one team (**NOT** a person **and** a team) for each individual/team award.

5.2.3. Prepare installation nominations in such a way that the installation can use them for public information and environmental awareness.

5.3. Selection and Presentation:

5.3.1. Committees of nationally prominent authorities on natural and cultural resources conservation and management, environmental quality, and environmental restoration review the MAJCOM and FOA nominations and select the award winners. The committees may also select nominees to receive honorable mention. A screening committee may be appointed within HQ AFCEE to select no fewer than three nominations in each award category for consideration by the selection committee.

5.3.2. The Chief of Staff of the Air Force presents a trophy to each of the winners of the General Thomas D. White Environmental Quality Award, Industrial Category, Non-Industrial Category, Overseas, and Reserve Component for their overall environmental program in the Air Force. All other environmental award winners (installation and individual) are presented plaques inscribed with their names and citations summarizing their achievements.

5.3.3. All eligible and meritorious MAJCOM and FOA nominees receive Honorable Mentions. Honorable Mentions are presented locally.

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5.4. The General Thomas D. White Environmental Quality Award (Industrial, Non-Industrial, and Reserve Component including Air National Guard):

5.4.1. Purpose and Description of Award. This annual award recognizes the installation conducting the best or most improved environmental quality program during the previous and current fiscal year. The review board considers all aspects of the installation's environmental program.

5.4.2. Eligibility for Award. All Air Force installations are eligible and encouraged to compete for this award.

5.4.3. Nomination Procedures and Criteria. Submit all nominations according to paragraph 1.2 with the information shown in attachment 2. Submit Industrial nominations on even years and Non-Industrial in odd years. Submit Reserve nominations each year. In nominating an installation, emphasize its program improvements and initiatives, achieved objectives, interagency cooperation, community relations, environmental awareness, and command support. Nominate installations for their sustained achievements in:

5.4.3.1. Complying with the National Environmental Policy Act and other environmental directives.

5.4.3.2. Implementing required environmental protection plans.

5.4.3.3. Integrating environmental protection policies into installation decision making.

5.4.3.4. Eliminating environmental violations.

5.4.3.5. Identifying and correcting program deficiencies.

5.4.3.6. Cleaning up contaminated sites.

5.4.3.7. Minimizing hazardous waste.

5.4.3.8. Preventing pollution.

5.4.3.9. Encouraging recycling.

5.4.3.10. Enhancing the environment.

5.4.3.11. Establishing good working relationships with other agencies and the local community.

5.4.3.12. Conducting environmental training and awareness programs.

5.4.4. The winner will be nominated for the Secretary of Defense Environmental Quality Award with a nomination package prepared according to paragraph 6.3 and attachment 2.

5.5. The General Thomas D. White Environmental Quality Award (Overseas):

5.5.1. Purpose and Description of Award. The Chief of Staff may present this optional award to an installation located outside the United States. It recognizes exceptionally outstanding environmental achievement during the previous and current fiscal year by an installation that cannot be measured against installations in the US and its territories because of differing host-country environmental standards. The review board considers all aspects of the installation's environmental program.

5.5.2. Eligibility for Award. All Air Force installations located in foreign countries are eligible and encouraged to compete for this award.

5.5.3. Nomination Procedures and Criteria. Submit nominations according to paragraph 1.2 with the information shown in attachment 2. Submit nominations on even years only. Nominate installations for sustained achievements in the same areas cited for the environmental quality award (paragraph 5.4.3).

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Give particular emphasis to how well the installation cooperated with the host country and local community to enhance environmental quality.

5.5.4. The winner will be nominated for the Secretary of Defense Environmental Quality Award with a nomination package prepared according to paragraph 6.3 and attachment 2.

5.6. The General Thomas D. White Restoration Award (All Installations):

5.6.1. Purpose and Description of Award. This annual award recognizes the installation conducting the best or most improved environmental restoration program during the previous and current fiscal year.

5.6.2. Eligibility for Award. All Air Force installations are eligible and encouraged to compete for this award.

5.6.3. Nomination Procedures and Criteria. Submit nominations each year according to paragraph 1.2 with the information shown in attachment 2. Nominate installations for their overall merit, including their initiatives in:

5.6.3.1. Planning to either close or have in final remediation all contaminated sites by the year 2015.

5.6.3.2. Taking innovative actions to limit further expansion of contamination and to speed up final remediation action.

5.6.3.3. Participating in public affairs activities with local communities.

NOTE: The review board considers the availability of funds when evaluating overseas programs.

5.6.4. The winner will be nominated for the Secretary of Defense Environmental Restoration Award with a nomination package prepared according to paragraph 6.3 and attachment 2.

5.7. The General Thomas D. White Pollution Prevention Award (Industrial, Non-Industrial Categories):

5.7.1. Purpose and Description of Award. This annual award recognizes the industrial installation conducting the best or most improved pollution prevention (including recycling) program during the previous and current fiscal year.

5.7.2. Eligibility for Award. All Air Force installations are eligible and encouraged to compete for this award.

5.7.3. Nomination Procedures and Criteria. Submit nominations according to paragraph 1.2 with the information shown in attachment 2. Industrial awards will be submitted on odd years and Non-Industrial awards on even years. Nominate installations for their overall merit, including their achievements in:

5.7.3.1. Baseline their waste-stream flow and taking actions to reduce or eliminate it.

5.7.3.2. Preventing pollution throughout base operations, from flightline maintenance to the solid waste disposal in family housing.

5.7.3.3. Reducing their use of ozone depleting substances and other hazardous substances.

5.7.3.4. Enhancing pollution prevention awareness.

5.7.3.5. Implementing close loop recycling projects.

5.7.3.6. Developing methods to recycle hazardous chemicals used in industrial processes (such as solvent recovery units, and antifreeze recycling equipment).

5.7.3.7. Promoting and improving participation in office/work area recycling programs.

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- 5.7.3.8. Promoting and improving participation in curbside recycling programs in family housing areas.
- 5.7.3.9. Purchasing recycled content goods and materials improving the base composting program.
- 5.7.3.10. Enhancing awareness of recycling programs.
- 5.7.4. The winner will be nominated for the Secretary of Defense Pollution Prevention Award with a nomination package prepared according to paragraph 6.3 and attachment 2.

5.8. The General Thomas D. White Natural Resources Conservation Award (Small Base, Large Base Categories):

- 5.8.1. Purpose and Description of Award. This annual award recognizes the installation conducting the best or most improved natural resources management program during the previous three fiscal years inclusive of the current fiscal year. The review board considers all aspects of the installation's natural resources program.
- 5.8.2. Eligibility for Award. All Air Force installations in the United States, Guam, Trust Territory of the Pacific Islands, and the U.S. Virgin Islands are eligible and encouraged to compete for this award.
- 5.8.3. Nomination Procedures and Criteria. Submit nominations according to paragraph 1.2 with the information shown in attachment 2. Small base nominations will be submitted on odd years and large base nominations (more than 10,000 acres) will be submitted on even years. In nominating an installation, emphasize its program improvements and initiatives, achieved objectives, interagency cooperation, community relations, conservation education, and command support. Show how the installation attempts to make maximum use of its natural resources potential. Nominate installations for their sustained achievements in:
 - 5.8.3.1. Developing and implementing current natural resources plans.
 - 5.8.3.2. Protecting natural resources in installation decision making.
 - 5.8.3.3. Improving landscaping and grounds management.
 - 5.8.3.4. Developing urban forestry and urban wildlife management programs.
 - 5.8.3.5. Developing potential agricultural and forestry activities.
 - 5.8.3.6. Conserving wildlife.
 - 5.8.3.7. Protecting wetlands and other special natural areas.
 - 5.8.3.8. Encouraging outdoor recreation.
 - 5.8.3.9. Promoting conservation education.
- 5.8.4. The winner will be nominated for the Secretary of Defense Natural Resources Conservation Award with a nomination package prepared according to paragraph 6.3 and attachment 2.

5.9. The General Thomas D. White Cultural Resources Management Award (All Installations):

- 5.9.1. Purpose and Description of Award. This annual award recognizes the installation conducting the best or most improved cultural resources management program during the previous and current calendar year. The review board considers all aspects of the installation's cultural resources program.
- 5.9.2. Eligibility for Award. All Air Force installations in the United States, Guam, Trust Territory of the Pacific Islands, and the U.S. Virgin Islands are eligible and encouraged to compete for this award.

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5.9.3. Nomination Procedures and Criteria. Submit nominations each year according to paragraph 1.2 with the information shown in attachment 2. In nominating an installation, emphasize its program improvements and initiatives, achieved objectives, interagency cooperation, community relations, conservation education, and command support. Show how the installation attempts to make maximum use of its cultural resources potential. Nominate installations for their sustained achievements in:

5.9.3.1. Complying with the National Historic Preservation Act, the final governing standards overseas, and other historic preservation directives.

5.9.3.2. Exceeding the normal requirements to inventory, nominate, and protect historical resources.

5.9.3.3. Integrating historic preservation requirements with installation decision making. Maintaining historic properties with sensitivity and according to the Secretary of the Interior's standards.

5.9.3.4. Cooperating with other agencies, Indian tribes, and the public.

5.9.3.5. Promoting cultural resources awareness.

5.9.3.6. Promoting conservation education.

5.9.4. The winner will be nominated for the Secretary of Defense Cultural Resources Management Award with a nomination package prepared according to paragraph 6.3 and attachment 2.

5.10 The General Thomas D. White Environmental Quality Award for Individual/Team Excellence:

5.10.1. Purpose and Description of Award. This annual award recognizes the person or team that contributed the most to the Air Force's environmental quality effort during the previous and current calendar year.

5.10.2. Eligibility for Award. Any military or civilian individual or team of personnel that contributes to the Air Force's environmental quality program is eligible. If nominated for a team award, one or more, but not all, of the members of the team may be contractor employees; the other team members must be Air Force civilian employees or members of the US Air Force.

5.10.3. Nomination Procedures and Criteria. Submit nominations according to paragraph 1.2 with the information shown in attachment 2. Nominations will be submitted on odd years only. Nominate individuals/teams for their outstanding initiatives and achievements in:

5.10.3.1. Integrating environmental protection into installation decision making.

5.10.3.2. Identifying and correcting program deficiencies.

5.10.3.3. Developing and implementing innovative solutions to enhance the environment.

5.10.3.4. Establishing good working relationships with other agencies and the local community.

5.10.3.5. Conducting environmental training.

5.10.3.6. Promoting environmental awareness.

5.10.4. The winner will be nominated for the Secretary of Defense Individual/Team Environmental Quality Award with the nomination package prepared according to paragraph 6.3 and attachment 2.

5.11. The General Thomas D. White Restoration Award for Individual/Team Excellence:

5.11.1. Purpose and Description of Award. This annual award recognizes the person or team that contributed the most to Air Force environmental restoration during the previous and current fiscal year.

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5.11.2. Eligibility for Award. Any military or civilian individual or team of personnel that contributes to the Air Force's restoration program is eligible. If nominated for a team award, one or more, but not all, of the members of the team may be contractor employees; the other team members must be Air Force civilian employees or members of the Air Force.

5.11.3. Nomination Procedures and Criteria. Submit nominations according to paragraph 1.2 with the information shown in attachment 2. Submit nominations on odd years only. Nominate individuals/teams installations for their outstanding initiatives and achievements in:

5.11.3.1. Identifying and investigating contaminated sites.

5.11.3.2. Developing and implementing remediation plans.

5.11.3.3. Correcting groundwater and soil contamination.

5.11.3.4. Rehabilitating natural resources.

5.11.3.5. Developing innovative technology.

5.11.3.6. Establishing and maintaining good relations with the local community and agency regulators.

5.11.4. The winner will be nominated for the Secretary of Defense Restoration Individual/Team Award with a nomination package prepared according to paragraph 6.3 and attachment 2

5.12. The General Thomas D. White Pollution Prevention Acquisition Individual/Team Award:

5.12.1. Purpose and Description of Award. This annual award recognizes the individual or team contributing the most in the Air Force to the incorporation of pollution prevention into acquisition practices during the previous and current fiscal year.

5.12.2. Eligibility for Award. All individuals or teams working within the acquisition and procurement communities are eligible to compete for this award. One or more, but not all, of the members of the team may be contractor employees; the other team members must be Air Force civilian employees or members of the Air Force.

5.12.3. Nomination procedures and Criteria. Submit nominations according to paragraph 1.2 with the information shown in attachment 2. Submit nominations on odd years only. Nominate individuals or teams for their outstanding initiatives and achievements in:

5.12.3.1. Incorporating environmental analysis into the acquisition decision making process.

5.12.3.2. Identifying and implementing material substitutions.

5.12.3.3. Identifying and implementing process modifications and improvements.

5.12.3.4. Improving material management.

5.12.3.5. Promoting pollution prevention awareness.

5.12.4. The winner or winners will be nominated for the Secretary of Defense Environmental Excellence in Weapon System Acquisition Team Award with a nomination package prepared according to paragraph 6.3 and attachment 2.

5.13. The General Thomas D. White Pollution Prevention Award for Individual/Team Excellence:

5.13.1. Purpose and Description of Award. This annual award recognizes the individual who contributed the most to the Air Force's pollution prevention (including recycling) effort during the previous and current fiscal year.

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5.13.2. Eligibility for Award. Any military or civilian individual or team of personnel who contribute to the Air Force's Pollution Prevention program are eligible.

5.13.3. Nomination Procedures and Criteria. Submit nominations according to paragraph 1.2 with the information shown in attachment 2. Submit nominations on even years only. Nominate individuals/teams for their outstanding initiatives and achievements in:

5.13.3.1. Material substitution.

5.13.3.2. Process modification or improvement.

5.13.3.3. Improved material management.

5.13.3.4. Federal compliance with "Right-to-Know" laws and pollution prevention requirements.

5.14.3.5. Education and Outreach.

5.13.3.6. Research, Development, and Technology Demonstration/Validation.

5.13.3.7. Reductions Achieved.

5.13.4. The winner will be nominated for the Secretary of Defense Individual Pollution Prevention Award with a nomination package prepared according to paragraph 6.3 and attachment 2.

5.14. The General Thomas D. White Natural Resources Conservation Award for Individual/Team Excellence:

5.14.1. Purpose and Description of Award. This annual award recognizes the person or team that contributed the most to Air Force recycling during the previous three fiscal years inclusive of the current fiscal year.

5.14.2. Eligibility for Award. Any military or civilian individual or team of personnel that contributes to the Air Force's recycling program is eligible. If nominated for a team award, one or more, but not all, of the members of the team may be contractor employees; the other team members must be Air Force civilian employees or members of the Air Force.

5.14.3. Nomination Procedures and Criteria. Submit nominations according to paragraph 1.2 with the information shown in attachment 2. Submit nominations on even years only. Nominate individuals/teams for their outstanding initiatives and achievements in:

5.14.3.1. Developing methods to recycle hazardous chemicals used in industrial processes (such as solvent recovery units, and antifreeze recycling equipment).

5.14.3.2. Developing methods to improve office/work area and curbside recycling programs.

5.14.3.3. Establishing the purchase of recycled content goods and materials.

5.14.3.4. Developing methods to improve the base composting program.

5.14.3.5. Enhancing awareness of recycling programs.

5.14.4. The winner will be nominated for the Secretary of Defense Recycling Individual/Team Award with a nomination package prepared according to paragraph 6.3 and attachment 2.

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5.15. The General Thomas D. White Cultural Resources Management Award for Individual/Team Excellence:

5.15.1. Purpose and Description of Award. This annual award recognizes the person or team that contributed the most to the Air Force's cultural resources management effort during the previous three fiscal years inclusive of the current fiscal year.

5.15.2. Eligibility for Award. Any military or civilian individual or team of personnel that contributes to the Air Force's cultural resources program is eligible. If nominated for a team award, one or more, but not all, of the members of the team may be contractor employees; the other team members must be Air Force civilian employees or members of the Air Force.

5.15.3. Nomination Procedures and Criteria. Submit nominations according to paragraph 1.2 with the information shown in attachment 2. Submit on even years only. Nominate individuals/teams for their outstanding initiatives and achievements in:

5.15.3.1. Identifying and protecting archeological and historic properties.

5.15.3.2. Preparing historical preservation plans.

5.15.3.3. Maintaining historical properties with sensitive treatments.

5.15.3.4. Promoting cultural resources awareness.

5.15.3.5. Promoting conservation education.

5.15.4. The winner will be nominated for the Secretary of Defense Individual/Team Cultural Resources Conservation Award with a nomination package prepared according to paragraph 6.3 and attachment 2.

5.16. The General Thomas D. White National Environmental Policy Act (NEPA) Award for Team Excellence:

5.16.1. Purpose and Description of Award. This annual award recognizes the team that contributed the most to the Air Force's NEPA effort during the previous three fiscal years inclusive of the current fiscal year.

5.16.2. Eligibility for Award. Any team of military or civilian personnel that contributes to the Air Force's NEPA program is eligible. One or more, but not all, of the members of the team may be contractor employees; the other team members must be Air Force civilian employees or members of the Air Force.

5.16.3. Nomination Procedures and Criteria. Submit nominations according to paragraph 1.2 with the information shown in attachment 2. Submit nominations on even years only. Nominate teams for their outstanding initiatives and achievements in:

5.16.3.1. Planning: Innovative analysis; partnering; cost reduction; and streamlining the process of identifying the proposed action, alternatives, and mitigation.

5.16.3.2. Analysis: Coordination; public involvement; and integrating environmental analyses into planning and decisions.

5.16.3.3. Implementation: Consultation with other Federal, state, and local agencies and Indian tribes; use of time management techniques to shorten timelines; and monitoring the environmental effects of the proposed action and the mitigation.

5.16.3.4. Environmental Justice: Addressing environmental justice in minority populations and low-income populations.

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5.16.4. Nomination Package. The winner will be nominated for the Secretary of Defense Team NEPA Award with a nomination package prepared according to paragraph 6.3 and attachment 2.

Chapter 6

THE SECRETARY OF DEFENSE ENVIRONMENTAL SECURITY AWARDS

6.1. Purpose and Description of Awards. The purpose of the annual Secretary of Defense awards is to provide incentives for DoD members to develop, maintain, and improve natural resources; to protect the natural beauty and environmental quality of DoD installations; and to recognize outstanding achievements in support of DoD policy. Awards are presented for each of the categories listed below, unless otherwise noted.

Natural Resources Conservation

- Large Installation; Small Installation; Individual/Team

Cultural Resources Management

- Installation; Individual/Team

Environmental Quality

- Industrial Installation; Non-industrial Installation; Individual/Team

Pollution Prevention

- Industrial Installation; Non-Industrial Installation; Individual

Environmental Restoration

- Installation; Individual/Team

Environmental Excellence in Weapon System Acquisition

- Team

6.2. Eligibility and Criteria for Awards. Eligibility and criteria are the same as for the corresponding Air Force Environmental awards. Follow the DoD Environmental Security Awards guidance annually for criteria and eligibility.

6.3. Nomination Procedures. The Secretary of the Air Force nominates the winners of the corresponding Air Force Environmental Awards for the Secretary of Defense awards.

6.3.1. The Air Force Civil Engineer winners of these awards will prepare a nomination package to compete for the respective Secretary of Defense award according to DoD Environmental Security Award guidance. The following is a summary of the Secretary of Defense awards nomination procedures:

6.3.1.1. Installation, team, individual/team, and individual nominations may not exceed 16 pages of text, including illustrations and appendices.

6.3.1.2. Type or print nominations and submit bound or fastened in folders not exceeding 9 by 11 inches with the long axis vertical printed on both sides of recycled-content paper. Nomination formats are described in the DoD Environmental Security Awards guidance.

6.3.1.3. Use summaries, highlighting, explanatory captions, charts, and other devices that make the content readily understood. Use photographs, with captions, that clearly illustrate noteworthy program features. Write concisely and use a clear, declarative style.

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6.3.1.4. To ensure that Air Force nominations for the Secretary of Defense awards compare favorably with those of other military services, base civil engineer and public affairs offices should cooperatively edit nominations for content, conciseness, readability, and appearance.

6.4. Selection and Presentation. A committee of judges composed of nationally recognized professionals evaluates the nominations and recommends the most outstanding candidate in each category. The Secretary of Defense presents the awards.

Chapter 7

DEPARTMENT OF DEFENSE FIRE AND EMERGENCY SERVICES AWARDS

7.1. The DoD Best Fire Department Award:

7.1.1. Purpose and Description of Award. This award recognizes the most outstanding Fire Protection Flight for achieving the highest degree of excellence in base mission support and fire protection management. (Reference DoDI 6055.6, *DoD Fire and Emergency Services Program*, 15 December 1994.)

7.1.2. Eligibility for Award. The winner of the Sanborn Award, paragraph 2.6, is the Air Force nominee for this award.

7.1.3. Nominations Procedures and Criteria. Prepare the nomination for outstanding achievements or accomplishments in mission support in these areas.

- Customer services

- Innovation - saved lives and property

- Implementation of quality management principles and initiatives

- Quality of Life initiatives (within or outside of the department)

- Other (anything not covered under the other four headings)

7.1.4. Selection and Presentation. The office for the Deputy Under Secretary of Defense (Environmental Security) selects the award winners who are presented trophies at the annual International Association of Fire Chiefs (IAFC) Conference in September of each year. The DCS, Installations & Logistics notifies the winning MAJCOM by message in sufficient time to allow its representative to attend the IAFC Conference.

7.2. The Military Firefighter of the Year Award:

7.2.1. Purpose and Description of Award. This award recognizes the DoD's Military Firefighter of the Year for outstanding achievements and contributions to the DoD fire service. (Reference DoDI 6055.6.)

7.2.2. Eligibility for Award. Any military member of an Air Force Fire Department with an Air Force Specialty Code (AFSC) 3E7XX, from firefighter to the fire chief and including fire prevention and public education personnel, is eligible to compete.

7.2.3. Nomination Procedures and Criteria. Prepare the nomination for outstanding achievements or contributions in the following categories:

- Accomplishments

- Job performance

- Technical competence

- Leadership ability

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Initiative
Resourcefulness

7.2.4. Selection and Presentation. The DCS, Installations & Logistics, selects the Air Force nominees to compete for the DoD Fire and Emergency Services Awards. The Office of the Deputy Under Secretary of Defense (Environmental Security) selects the award winners who are presented trophies at the annual International Association of Fire Chiefs (IAFC) Conference in September of each year. The Civil Engineer notifies the winning MAJCOM by message in sufficient time to allow its representative to attend the IAFC Conference.

7.3. The Civilian Firefighter of the Year Award:

7.3.1. Purpose and Description of Award. This award recognizes the DoD Civilian Firefighter of the Year for outstanding achievements and contributions to the DoD fire service. (Reference DoDI 6055.6.)

7.3.2. Eligibility for Award. Any civilian member of an Air Force Fire Department in the GS-081 series from firefighter to the fire chief and including fire prevention and public education personnel, is eligible to compete.

7.3.3. Nomination Procedures and Criteria. Prepare the nomination for outstanding achievements or contributions in the following categories:

- Accomplishments
- Job performance
- Technical competence
- Leadership ability
- Initiative
- Resourcefulness

7.3.4. Selection and Presentation. The DCS, Installations & Logistics, selects the Air Force nominees to compete for the DoD Fire and Emergency Services Awards. The Office of the Deputy Under Secretary of Defense (Environmental Security) selects the award winners who are presented trophies at the annual IAFC Conference in September of each year. The DCS, Installations & Logistics, notifies the winning MAJCOM by message in sufficient time to allow its representative to attend the IAFC Conference.

7.4. The DoD Firefighter of the Year for Heroism Award:

7.4.1. Purpose and Description of Award. This award recognizes individual acts of heroism above and beyond the call of duty. (Reference DoDI 6055.6.)

7.4.2. Eligibility for Award. Any member of an Air Force Fire Department, from firefighter to the fire chief and including fire prevention and public education personnel, is eligible to compete. More than one individual may be nominated for this award if a group of individuals was intimately involved in an act of heroism.

7.4.3. Nomination Procedures and Criteria. Prepare the nomination to address the following:

7.4.3.1. What was the act of heroism?

7.4.3.2. What was the risk to the rescuer?

7.4.3.3. What was the approach, method, technique?

7.4.3.4. What was the outcome?

7.4.3.5. Other (this allows items to be addressed that are not covered under the other four headings).

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7.4.4. Selection and Presentation. The DCS, Installations & Logistics, selects the Air Force nominees to compete for the DoD Fire and Emergency Services Awards. The Office of the Deputy Under Secretary of Defense (Environmental Security) selects the award winners who are presented trophies at the annual IAFC Conference in September of each year. The DCS, Installations & Logistics, notifies the winning MAJCOM by message in sufficient time to allow its representative to attend the IAFC Conference.

Chapter 8

READINESS CHALLENGE AWARDS

8.1. The Brigadier General William T. Meredith Award:

8.1.1. Purpose and Description of Award. This award honors Brigadier General William T. Meredith, who chartered and implemented the Prime BEEF concept for the Air Force engineering community. It recognizes the winner of the overall Readiness Challenge competition.

8.1.2. Eligibility for Award. All Engineer and Services organizations with a Prime BEEF or Prime Readiness in Base Services (RIBS) capability are eligible and encouraged to compete for this award.

8.1.3. Nomination Procedures and Criteria. The Civil Engineer establishes dates for Readiness Challenge. After dates have been announced, each command identifies wings or groups within their command that are eligible to participate in Readiness Challenge. The Civil Engineer uses this information to randomly select the team that will represent each command. After the random selection is made, HQ USAF announces the competing teams by message.

8.1.4. Selection and Presentation. The command that earns the highest cumulative civil engineer and services scores while participating in the Force Beddown and Base Recovery After Attack events wins the award. In the event of a tie, the team with the most first-place finishes wins. If teams are still deadlocked, the team with the most second-place finishes wins. This process continues until one team wins. The Civil Engineer or a designated representative presents trophies at the Readiness Challenge Awards Banquet held at the conclusion of the competition. The winning team permanently retains its competition trophy.

8.2. The Major General George E. Ellis Award:

8.2.1. Purpose and Description of Award. This award honors Major General George E. Ellis, former Air Force Director of Engineering and Services from 1986 to 1989, and recognizes the most outstanding individual participant demonstrating professionalism, leadership, and teamwork in the Readiness Challenge competition.

8.2.2. Eligibility for Award. Any team member who participates in Readiness Challenge competition is eligible.

8.2.3. Follow these procedures for judging individual competitors:

8.2.3.1. Det 1, 823 RED HORSE (Rapid Engineer Deployable, Heavy Operational Repair Squadron, Engineer) provides the head judge for the competition.

8.2.3.2. Each participating team receives nomination ballots during in-processing.

8.2.3.3. Before the last day of competition, each team Officer in Charge (OIC) canvasses the team members and nominates the most deserving individual from their team for this award.

8.2.3.4. All team OICs personally submit their sealed nominations to the head judge.

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8.2.4. Team OICs nominate their team's competitor who best fostered the spirit and principles of these categories:

8.2.4.1. Professionalism (dedication; military bearing; moral standards)

8.2.4.2. Leadership (integrity; loyalty; commitment)

8.2.4.3. Teamwork (fair and honest rivalry; camaraderie; honorable acceptance of results)

8.2.5. Selection and Presentation. Each full team will have one winner. The Civil Engineer or a designated representative announces the winner and awards the trophy at the Readiness Challenge Awards Banquet held at the conclusion of the competition.

8.2.5.1. HQ AFCESA/CEX has the trophy engraved after each competition to reflect the rank, name, squadron, installation, and command of the winning individual.

8.2.5.2. HQ AFCESA keeps this trophy on permanent display.

8.2.5.3. The Civil Engineer presents the winning competitor with an appropriate award at the Readiness Challenge Awards Banquet.

8.3. The Chief Master Sergeant Arthur J. Hanrahan Prime Base Engineer Emergency Force (BEEF) Award:

8.3.1. Purpose and Description of Award. This award honors Chief Master Sergeant Arthur J. Hanrahan, who helped organize the first Triple R Olympics in Europe in the early 1980s, the earliest forerunner of today's Readiness Challenge competition. It recognizes the team earning the highest cumulative score in Readiness Challenge Prime BEEF events.

8.3.2. Eligibility for Award. Any Prime BEEF team that participates in Readiness Challenge competition is eligible.

8.3.3. Selection and Presentation:

8.3.3.1. The team earning the highest cumulative score while participating in Readiness Challenge Prime BEEF events wins the award. The same tiebreaking procedures as for the Meredith Award are used (paragraph 8.1.4).

8.3.3.2. The winning team receives an inscribed plaque with the Readiness Challenge emblem.

8.3.3.3. The Civil Engineer or a designated representative presents the award at the Readiness Challenge Awards Banquet held at the conclusion of the competition.

8.4. The Major General James E. McCarthy Readiness Award:

8.4.1. Purpose and Description of Award. This award honors Major General James E. McCarthy, formerly The Civil Engineer, USAF, from 1992 to 1995, who promoted the Fog-of-War event to test leadership and teamwork, and the following principles: "Focus on the Mission," and "Readiness is Job One." It recognizes the winner of the Readiness Challenge Fog-of-War event.

8.4.2. Eligibility for Award. All teams competing in Readiness Challenge are eligible for this award.

8.4.3. The Fog-of-War event is a full team event that tasks all represented war skills. This event evaluates the team's ability to act as a cohesive unit in accomplishing a typical contingency mission. The scoring of the event is focused solely on mission accomplishment.

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8.4.4. Selection and Presentation. The team earning the highest point total in the Fog-of-War event wins the award. The Civil Engineer or a designated representative presents the award at the Readiness Challenge Awards Ceremony held at the conclusion of the competition.

Chapter 9

THE SOCIETY OF AMERICAN MILITARY ENGINEERS (SAME) AWARDS

9.1. Description of Awards. These awards are sponsored by SAME and jointly presented by SAME and The Civil Engineer. Consult the *Fact Book of the Society of American Military Engineers*, June 1995, for other SAME awards that do not correspond to Air Force awards.

9.1.1. The SAME Curtin Award. The SAME Curtin Award is a plaque named for former Air Force Director of Civil Engineering from 1963 to 1968, Major General Robert H. Curtin. The annual winners of the Air Force Outstanding Civil Engineer Unit award in the two installation size categories (large and small) receive this award.

9.1.2. The SAME Newman Medal. The Newman Medal is named in memory of Major General James B. Newman, Jr., past president of SAME and former Director of Installations, USAF, from 1949 to 1950. It recognizes the year's most outstanding officer or civilian contribution to military engineering through achievement in design, construction, administration, research, or development. Any member of the Civil Engineer Air Staff (HQ USAF/ILE), MAJCOMs, FOAs, bases, or other Air Force civil engineer units (Regular, Reserve, or Air National Guard) is eligible to compete. Reserve and Air National Guard nominations are to be forwarded to their respective headquarters. The nominee may be military or civilian, on active duty or retired.

9.1.3. The SAME Goddard Medal. The Goddard Medal is named for Major General Guy H. Goddard, past president of SAME and former Director of Civil Engineering, USAF, from 1968 to 1972. Three medals are awarded annually to enlisted members of the Air Force to recognize outstanding contributions to military engineering, to include military troop construction, base maintenance, and contingency engineering. One medal is awarded to an active duty member, one to a Reserve member, and one to a Guard member.

9.2. Nomination Procedures and Criteria. Submit nominations according to attachment 2.

9.3. Selection and Presentation:

9.3.1. Award winners are selected according to paragraph 1.3.

9.3.2. SAME and The Civil Engineer present the awards jointly according to paragraph 1.4. SAME presents the Newman Medal a second time in conjunction with the National SAME Conference.

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Chapter 10

OUTSIDE AGENCY AWARDS

10.1. The National Society of Professional Engineers (NSPE) Federal Engineer of the Year Awards:

10.1.1. Purpose and Description. These annual awards recognize the accomplishments of Federal Government engineers (military and civilian).

10.1.2. Eligibility for Awards. Nominees must be currently engaged in the practice of engineering as an employee of the Federal Government. They may work in managerial, technical, educational, or research and development positions provided they qualify as engineers by education (accredited engineering degree) or by state engineering license (Professional Engineer [P.E.] or Engineering Intern).

10.1.3. Nomination Procedures and Criteria:

10.1.3.1. Shortly after receiving award instructions from NSPE, The Civil Engineer sends a call letter providing submission guidance to each MAJCOM commander (MAJCOM/CC). The Civil Engineer also sends a separate call letter to the Engineer Air Staff and FOAs.

10.1.3.2. The Civil Engineer, along with each MAJCOM and FOA, may nominate one military and one civilian engineer. Submit all nominations to The Civil Engineer.

10.1.4. Selection and Presentation:

10.1.4.1. Selection. An Air Force board made up of Senior Executive Service members reviews the nominations and selects one military and one civilian as the Air Force winners. These two Air Force winners then compete with other Federal agency winners for the title of Federal Engineer of the Year. A board convened by NSPE makes the final selection.

10.1.4.2. Presentation. Each Federal agency's nominee receives a plaque at an awards ceremony during National Engineers Week. The top 10 finalists will receive special recognition, and the Federal Engineer of the Year receives a gold medallion.

10.2. The Federal Environmental Engineer of the Year Award:

10.2.1. Purpose and Description of Award. The Conference of Federal Environmental Engineers (CFEE) presents this annual award to recognize exemplary work and accomplishments by environmental engineers in the Federal service.

10.2.2. Eligibility and Criteria for Award:

10.2.2.1. Nominees must be military members or civilian employees of the Air Force and must be environmental engineers either by formal training or job classification.

10.2.2.2. CFEE proportionally evaluates each nominee's environmental contributions during the previous two calendar years (70 percent) and professional prestige (30 percent). Environmental contributions may be engineering a system, process, or item; developing a major improvement in a management procedure; or establishing a record of achievement or leadership in the management of environmental engineering programs. Professional prestige includes inspiring and enhancing the prestige of professional colleagues.

10.2.3. Nomination Procedures:

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10.2.3.1. The CFEE provides guidance and nomination forms annually. HQ AFCEE/EC sends this material to MAJCOMs and FOAs and establishes a due date for submission.

10.2.3.2. Nomination packages consist of a completed CFEE nomination form and a maximum of four pages of narrative. Submit the nomination on a 3.5-inch diskette in Microsoft Word® (Word 97® or earlier) format.

10.2.3.3. Each MAJCOM and FOA may nominate one person for the award. The nominations will be signed by the appropriate MAJCOM or FOA commander and sent to HQ AFCEE/EC on the appropriate date stated in the nomination call letter.

10.2.4. Selection and Presentation. HQ AFCEE/EC forms a selection committee to review the MAJCOM and FOA nominations and to recommend the Air Force nominee to The Civil Engineer for approval. SAF/MIQ sends the nomination to the CFEE. The CFEE selects the winner from among all Federal agency nominees and presents the award.

10.3. The General Edwin W. Rawlings Awards for Environmental Excellence:

10.3.1. Purpose and Description of Awards. These annual awards recognize outstanding contributions to pollution prevention, recycling, environmental compliance, and the protection of natural and cultural resources by Air Force officer, enlisted, and civilian personnel who spend less than half their assigned duty time directly involved in environmental disciplines. The awards are offered annually in two categories: officer and civilian equivalent (GS-9 and above) and enlisted and civilian equivalent (GS-8 and below).

10.3.2. Eligibility for Awards. All Air Force officer, enlisted, and civilian personnel whose assigned duties are less than 50 percent involved in environmental disciplines are eligible. Personnel whose assigned duties are 50 percent or more directly environmental (for example, individuals who work in the bioenvironmental or base environmental offices) are not eligible.

10.3.3. Nomination Procedures and Criteria:

10.3.3.1. Inclusive dates are 1 January through 31 December.

10.3.3.2. Each wing may send one nomination in each category to the MAJCOM. Each MAJCOM may submit one nomination in each category signed by the MAJCOM/CE to HQ AFCEE/EC by 15 March.

10.3.3.3. Submit nominations according to paragraph 1.2 and attachment 2.

10.3.3.4. Nominate individuals for their outstanding initiatives and achievements in:

10.3.3.4.1. Pollution prevention (preventing pollution at the source, including practices that reduce or eliminate pollutants through a more efficient use of materials, energy, or other resources).

10.3.3.4.2. Recycling (recycling materials to minimize waste).

10.3.3.4.3. Environmental compliance (developing or implementing innovative policies, programs, procedures, training, and management to protect human health and the environment by achieving full and sustained compliance with all applicable environmental requirements; identifying and addressing the threats posed by contaminants from present Air Force operations in a timely and cost-effective manner).

10.3.3.4.4. Protection of natural and cultural resources (protecting and enhancing the Air Force's natural and cultural resources, including but not limited to forests, wetlands, endangered species' habitats, and Air Force heritage).

10.3.3.5. Nominations must be substantiated with supporting facts and figures.

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10.3.3.6. Nominations must include a statement verifying that the nominee's assigned duties are less than 50 percent directly involved in environmental disciplines.

10.3.3.7. Submit nominations on a 3.5-inch diskette in the FormFlow format using the current version of AF Form 1206.

10.3.4. Selection and Presentation:

10.3.4.1. HQ AFCEE reviews all nomination packages for completeness and quality before submitting the nomination to the Air Force Association.

10.3.4.2. The winners receive awards in September during the Air Force Association's annual convention in Washington DC.

10.4. The Balchen/Post Award:

10.4.1. Purpose and Description of Award. This annual award, established and administered by the Northeast Chapter of the American Association of Airport Executives (AAAE), honors Colonel Bernt Balchen and Mr. Wilfred M. "Wiley" Post. The purpose is twofold: to promote better snow and ice control, and to recognize outstanding performance by military snow and ice control (S&IC) personnel during the previous calendar year.

10.4.2. Eligibility for Award. Each installation having S&IC responsibilities is eligible and encouraged to compete.

10.4.3. Nomination Procedures and Criteria. Submit nominations according to paragraph 1.2. MAJCOMs may submit one nomination for Air Force-wide competition and should provide feedback to those units whose submissions are not forwarded to encourage their improvement.

10.4.3.1. HQ AFCESA evaluates and HQ USAF/ILE approves the award based upon the following criteria:

10.4.3.1.1. Snow Removal and Ice Control Achievements (25 percent). Each of the following items must be addressed for scoring purposes: highlights of specific snow and ice storms; airfield and street operations; environmental awareness through minimizing use of harmful de-icing chemicals, use of safe alternatives, use of Runway Ice Detection Systems (RIDS), if installed, and Mobile Temperature Sensors.

10.4.3.1.2. Performance (25 percent). Each of the following items must be addressed for scoring purposes: the number of times and the total hours a runway was closed; the number of missions canceled and the number of missions delayed because of snow or ice; the number of snowfalls exceeding one inch; the number of ice control operations on the runway; and the type and quantity of each ice control agent the installation used.

10.4.3.1.3. Weather (20 percent). Each of the following items must be addressed for scoring purposes: total snowfall and maximum 24-hour snowfall for the previous calendar year. The board furnishes and reviews the wind and temperature data.

10.4.3.1.4. Miscellaneous (20 percent). Each of the following items must be addressed for scoring purposes: square yards of pavement in aircraft movement area (non-flying units provide square yards of pavement in Priority I areas as noted in S&IC Plan); date of S&IC Plan; reportable accidents and injuries experienced by the snow team during S&IC operations; percentage of primary S&IC Committee (S&ICC) members present at each meeting.

10.4.3.1.5. Attach the S&ICC Meeting Minutes (10 percent). Ensure that both the pre- and post-minutes for the current year are included with the submittal.

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10.4.3.2. Nominations will be submitted in accordance with attachment 2, table A2.1, and are due by 28 February for the previous calendar year. The award is titled for the year of presentation.

10.4.3.3. The Civil Engineer selects the award winner and a runner-up according to paragraph 1.3. The Northeast Chapter of AAAE presents the Balchen/Post Award at the International Aviation Snow Symposium (IASS) during the last week of April in Buffalo, New York. The Civil Engineer notifies the winning MAJCOM by message in sufficient time to allow its representatives to attend the IASS.

MICHAEL E. ZETTLER, Lt General, USAF
DCS/Installations & Logistics

Attachment 1

REFERENCES AND SUPPORTING INFORMATION

Section A—References

DoDI 6055.6, *DoD Fire and Emergency Services Program*, 15 December 1994

AFI 36-2805, *Special Trophies and Awards*

Fact Book of the Society of American Military Engineers, Society of American Military Engineers, June 1995 (Prince Street, Bldg 607, Alexandria, VA 22314 [Tel: 1-800-336-3097])

Section B—Abbreviations and Acronyms

AAAE—American Association of Airport Executives

ABO—Air Base Operability

AFCEE—Air Force Center for Environmental Excellence

AFCESA—Air Force Civil Engineer Support Agency

AFPD—Air Force Policy Directive

AFSC—Air Force Specialty Code

AFTO—Air Force Training Order

AICUZ—Air Installation Compatible Use Zone

ANG—Air National Guard

BAQ—Basic Allowance for Quarters

BEEF—Base Engineer Emergency Force

Btu—British thermal units

CDC—Career Development Course

CE—Civil Engineer

CFEE—Conference of Federal Environmental Engineers

COM—Change of Occupancy Maintenance

CONUS—Continental United States

DCS—Deputy Chief of Staff

DoD—Department of Defense

DoDD—Department of Defense Directive

DP—Disaster Preparedness

DRU—Direct Reporting Unit

ECAMP—Environmental Compliance Assessment and Management Program

EOD—Explosive Ordnance Disposal

EPA—Environmental Protection Agency

FH—Family Housing
FMO—Furnishings Management Office
FOA—Field Operating Agency
GS—General Schedule
IAFC—International Association of Fire Chiefs
IASS—International Aviation Snow Symposium
ILE—Air Force Civil Engineer
IMA—Individual Mobilization Augmentee
JCS—Joint Chiefs of Staff
MAJCOM—Major Command
MCP—Military Construction Program
MET—Mission Essential Task
NATO—North Atlantic Treaty Organization
NEPA—National Environmental Policy Act
NSPE—National Society of Professional Engineers
OIC—Officer in Charge
OSHA—Occupational Safety and Health Administration
PCM—Project Contract Management
PDC—Programming, Design, and Construction
P.E. —Professional Engineer
RED HORSE—Rapid Engineer Deployable, Heavy Operational Repair Squadron, Engineer
RIBS—Readiness in Base Services
RIDS—Runway Ice Detection System
RPMA—Real Property Maintenance Activity
S&IC—Snow and Ice Control
S&ICC—Snow and Ice Control Committee
SABER—Simplified Acquisition of Base Engineering Resources
SAF—Secretary of the Air Force
SAME—Society of American Military Engineers
SORTS—Status of Resources and Training System
UH—Unaccompanied Housing
USAF—United States Air Force
USAFR—United States Air Force Reserve
WG—Wage Grade
WS—Wage Supervisor

Attachment 2

CIVIL ENGINEER AWARDS SUMMARY

Table A2.1. Civil Engineer Awards Summary.

Title	Paragraph Reference	Remarks
Air Force Outstanding Civil Engineer Unit Awards - Large Category - Small Category	2.1	Comply with paragraph 1.2 and notes 1, 2, 4, 6a, 7, 8, and 9
Brigadier General Michael A. McAuliffe Award (Outstanding Civil Engineer Housing Flight of the Year)	2.2	Comply with paragraph 1.2 and notes 1, 2, 4, 6a, 7, 8, and 9
Major General Robert C. Thompson Award (Outstanding Civil Engineer Resources Flight of the Year)	2.3	Comply with paragraph 1.2 and notes 1, 2, 4, 6a, 7, 8, and 9
Brigadier General Archie S. Mayes Award (Outstanding Civil Engineer Engineering Flight of the Year)	2.4	Comply with paragraph 1.2 and notes 1, 2, 4, 6a, 7, 8, and 9
Major General Clifton D. Wright Award (Outstanding Civil Engineer Operations Flight of the Year)	2.5	Comply with paragraph 1.2 and notes 1, 2, 4, 6a, 7, 8, and 9
Chief Master Sergeant Ralph E. Sanborn Award (Outstanding Civil Engineer Fire Protection Flight of the Year)	2.6	Comply with paragraph 1.2. and notes 2, 4, 6a, 7, 8, 9, and 11
Senior Master Sergeant Gerald J. Stryzak Award (Outstanding Civil Engineer Explosive Ordnance Disposal Flight of the Year)	2.7	Comply with paragraph 1.2 and notes 2, 4, 6a, 7, 8, and 9
Colonel Frederick J. Riemer Award (Outstanding Civil Engineer Readiness Flight of the Year)	2.8	Comply with paragraph 1.2 and notes 2, 4, 6a, 7, 8, and 9
Air Force Outstanding Civil Engineer Environmental Flight Award	2.9	Comply with paragraph 1.2 and notes 1, 2, 4, 6b, 7, 8, and 9
Harry P. Rietman Award	3.1	Comply with paragraph 1.2 and notes 1, 2, 4, 6a, 7, 8, 9, and 10
Major General Eugene A. Lupia Awards: - Military Manager (2Lt through Capt) - Military Technician (AB through TSgt)	3.2	Comply with paragraph 1.2 and notes 1, 2, 4, 6a, 7, 8, 9, and 10

<p>Outstanding Civil Engineer Manager of the Year Awards:</p> <ul style="list-style-type: none"> - Civilian Manager (GS-8 through GS-10 or WS-9 through WS-12) - Civilian Supervisor (GS-6 through GS-7 or any Wage Grade supervisor WS-8 and below) - Civilian Technician (GS-1 through GS-5 or WG-11 and below) - Senior Military Manager (Major through Colonel) - Military Superintendent (MSgt or SMSgt) - IMA Officer Manager (IMA 2Lt through Col) - IMA Enlisted Manager (IMA AB through CMSgt) 	3.3	Comply with paragraph 1.2 and notes 1, 2, 4, 6a, 7, 8, 9, and 10
Major General Joseph A. Ahearn Enlisted Leadership Award	3.4	Comply with paragraph 1.2 and notes 1, 2, 4, 6a, 7, 8, and 9
<p>Major General William D. Gilbert Awards (Outstanding Staff Action Officers)</p> <ul style="list-style-type: none"> - Officer Category - Enlisted Category - Civilian Category 	3.5	Comply with paragraph 1.2 and notes 1, 2, 4, 6a, 7, 8, and 9
<p>Air Force Design Excellence Awards</p> <ul style="list-style-type: none"> - Military - Civilian 	4.1	Comply with paragraph 1.2 and notes 1, 4, 6c, and 7
Air Force Design Awards	4.2	Comply with paragraph 1.2 and notes 1, 4, 6c, 7, and 12
Air Force Civilian Project Manager of the Year Awards (Outstanding Army or Navy Military Construction Program project managers)	4.3	Comply with paragraph 1.2 and notes 1, 2, 4, 6c, 7, and 12
Air Force District or Division Agent of the Year Awards (Outstanding Army or Navy Military Construction Program District or Division offices)	4.4	Comply with paragraph 1.2 and notes 1, 2, 4, 6c, 7, and 12
<p>General Thomas D. White Environmental Quality Awards</p> <ul style="list-style-type: none"> - Industrial - Non-Industrial - Reserve Component including ANG 	5.4	Comply with paragraph 1.2 and notes 1, 2, 4, 6b, 13, and 18; Submit even years only Submit odd years only Submit annually
General Thomas D. White Environmental Quality Award (Overseas)	5.5	Comply with paragraph 1.2 and notes 1, 2, 4, 6b, 13, and 18 Submit on even years only
General Thomas D. White Restoration Award (All Installations)	5.6	Comply with paragraph 1.2 and notes 1, 2, 4, 6b, 13, and 18 Submit annually
<p>General Thomas D. White Pollution Prevention Awards</p> <ul style="list-style-type: none"> - Industrial - Non-Industrial 	5.7	Comply with paragraph 1.2 and notes 1, 2, 4, 6b, 13, and 18 Submit Industrial on odd years and Non-Industrial on even years

General Thomas D. White Natural Resources Conservation Awards - Small Base - Large Base	5.8	Comply with paragraph 1.2 and notes 1, 4, 5, 6b, 13, and 18 Submit Small Base on odd years and Large Base on even years
General Thomas D. White Cultural Resources Management Award (All Installations)	5.9	Comply with paragraph 1.2 and notes 1,2, 4, 6b, 13, and 18 Submit annually
General Thomas D. White Environmental Quality Award for Individual/Team Excellence	5.10	Comply with paragraph 1.2 and notes 1,2, 4, 6b, 13, and 18 Submit on odd years only
General Thomas D. White Restoration Award for Individual/Team Excellence	5.11	Comply with paragraph 1.2 and notes 1,2, 4, 6b, 13, and 18 Submit on odd years only
General Thomas D. White Pollution Prevention Acquisition Team Award	5.12	Comply with paragraph 1.2 and notes 1,2, 4, 6b, 13, and 18 Submit on odd years only
General Thomas D. White Pollution Prevention Award for Individual/Team Excellence	5.13	Comply with paragraph 1.2 and notes 1,2, 4, 6b, 13, and 18 Submit on even years only
General Thomas D. White Natural Resources Conservation Award for Individual/Team Excellence	5.14	Comply with paragraph 1.2 and notes 1, 4, 5, 6b, 13, and 18 Submit on odd years only
General Thomas D. White Cultural Resources Management Award for Individual/Team Excellence	5.15	Comply with paragraph 1.2 and notes 1, 4, 5, 6b, 13, and 18 Submit on even years only
General Thomas D. White National Environmental Policy Act Award for Team Excellence	5.16	Comply with paragraph 1.2 and notes 1, 4, 5, 6b, 13, and 18 Submit on even years only

<p>Secretary of Defense Environmental Security Awards</p> <ul style="list-style-type: none"> Natural Resources Conservation <ul style="list-style-type: none"> - Large Installation - Small Installation - Individual/Team Cultural Resources Management <ul style="list-style-type: none"> - Installation - Individual/Team Environmental Quality <ul style="list-style-type: none"> - Industrial Installation - Non-industrial Installation - Overseas - Individual/Team Pollution Prevention <ul style="list-style-type: none"> - Industrial Installation - Non-Industrial Installation - Individual Environmental Restoration <ul style="list-style-type: none"> - Installation - Individual/Team Environmental Excellence in Weapon System Acquisition <ul style="list-style-type: none"> - Team 	Chapter 6	The Secretary of the Air Force nominates the winners of the General Thomas D. White environmental awards for the comparable Secretary of Defense awards
DoD Best Fire Department Award	7.1	Comply with notes 4, 6a, 11, and 17. Winner of the Sanborn Award, paragraph 2.6, competes for this award.
Military Firefighter of the Year	7.2	Comply with notes 4, 6a, 11, and 17
Civilian Firefighter of the Year	7.3	Comply with notes 4, 6a, 11, and 17
DoD Firefighter of the Year for Heroism	7.4	Comply with notes 4, 6a, 11, and 17
Brigadier General William T. Meredith Award	8.1	Recognizes team declared overall winner of the Readiness Challenge competition
Major General George E. Ellis Award	8.2	Recognizes one outstanding participant from each full team demonstrating professionalism, leadership, and teamwork in the Readiness Challenge competition
Chief Master Sergeant Arthur J. Hanrahan Prime BEEF Award	8.3	Presented to the team with the highest cumulative score obtained while participating in Readiness Challenge Prime BEEF events

Major General James E. McCarthy Readiness Award	8.4	Presented to the team with the highest point total in the Fog-of-War event
Society of American Military Engineers (SAME) Curtin Awards - Large Installation (more than 400 members) - Small Installation (less than 400 members)	9.1.1	Presented to the winners of the Air Force Outstanding Engineer Unit Awards - Large and Small Installation Categories
SAME Newman Medal	9.1.2	Comply with paragraph 1.2 and notes 1, 2, 4, 6a, 7, 8, and 9
SAME Goddard Medal - Active Duty Enlisted Member - Reserve Enlisted Member - Guard Enlisted Member	9.1.3	Comply with paragraph 1.2 and notes 1, 2, 4, 6a, 7, 8, and 9
National Society of Professional Engineers (NSPE) Federal Engineer of the Year Award - Military - Civilian	10.1	Recognizes the accomplishments of engineers who serve the Federal Government
Federal Environmental Engineer of the Year Award	10.2	Offered annually by the Conference of Federal Environmental Engineers (CFEE) who selects the winner and presents the award
General Edwin W. Rawlings Awards for Environmental Excellence - Officer or Civilian Equivalent (GS-9 and above) - Enlisted or Civilian Equivalent (GS-8 and below)	10.3	Comply with paragraph 1.2 and notes 1, 3, 4, 6b, 15, and 19
Balchen/Post Award (Recognizes outstanding performance by military snow and ice control personnel)	10.4	Comply with paragraph 1.2, and notes 1, 3, 4, 6a, 16, and 20

NOTES:

1. The previous year's first place winner is not eligible to compete during the current competition.
2. Inclusive dates are 1 October through 30 September of the previous and current fiscal year.
3. Inclusive dates are 1 January through 31 December of the previous year.
4. Submit nomination packages in FormFlow package format (.fpk) via electronic mail or floppy diskette as well as one hard copy.
5. Inclusive dates are 1 October through 30 September during the previous three fiscal years inclusive of the current fiscal year.
6. Submit nomination packages to:
 - a. HQ AFCEA/DP, 139 Barnes Drive, Suite 1, Tyndall AFB FL 32403-5319.
 - b. HQ AFCEE/EC, 3207 North Road, Brooks AFB TX 78235-5363.
 - c. HQ AFCEE/DC, 8004 Arnold Drive, Brooks AFB TX 78235-5361.
7. Nomination packages are due to addressee by 15 November.
8. See paragraph 1.3 for selection procedures.
9. See paragraph 1.4 for presentation procedures.

10. Civilian awards include other pay series grades commensurate with the level of responsibility of a particular award.
11. Submit on plain bond paper using the headings listed in paragraph 2.6 and Chap 7.
12. See paragraph 4.1 for selection and presentation procedures.
13. See paragraph 5.3 for selection and presentation procedures.
14. See Chapter 7 for selection and presentation procedures.
15. See paragraph 10.3 for selection and presentation procedures.
16. See paragraph 10.4 for selection and presentation procedures.
17. Inclusive dates are 1 June through 31 May of the previous year and are due to addressee by 1 June.
18. Nomination packages are due to addressee by 15 October.
19. Nomination packages are due to addressee by 15 March.
20. Nomination packages are due to addressee by 27 February.